

Clerical and Office Branch
General Clerical Group
Clerk Series

LEGAL FILE CLERK

1/04 (AIS)

General Purpose

Under immediate supervision, perform specialized clerical work to file and maintain legal records in conformance with well established procedures.

Typical Duties

Create and maintain files. Involves: Sort, code, index and store documents into established filing systems. Prepare files for storage and assist with updating of record storage and retrieval, as necessary. Perform data entry and update record keeping database. Locate and issue files, as directed. Copy and distribute documents. Keep records of material removed, stamp material received and trace missing files. Conduct on and off-site hand deliveries, as necessary. Scan or convert documents to electronic or film media. Purge files in accordance with record retention schedules and within authorized limits. Maintain confidentiality of sensitive records and files. Assist with maintenance of law library, as instructed.

Operate standard and specialized equipment as necessary. Involves: Use copier, fax, printer, scanner, personal computer with generic office productivity software, and telephone that may have multiple lines.

Greet and assist City personnel, officials and the public as required. Involves: Respond to visitors and callers in a courteous manner. Take messages or forward inquiries to the appropriate party exercising proper telephone etiquette in accordance with department policy.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: Substitute for coworkers, as qualified, to maintain continuity of ordinary operation, if delegated. Provide designated support for projects or activities of others, as instructed. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Maintain tools, equipment, materials and supplies, and keep work area orderly, safe and clean.

Knowledge, Skills, and Abilities

- Good knowledge of English grammar, spelling and punctuation.
- Some knowledge of customer service techniques.
- Some knowledge of general office practices, procedures and principles and techniques of public contact.
- Some knowledge of legal terminology.
- Some knowledge of automated data entry and retrieval systems.
- Ability to accurately file and maintain legal documents.
- Ability to establish and maintain effective working relationships with City officials, supervisors, coworkers, and the public.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to interpret oral and written instructions.
- Skill in typing at layman level.
- Skill in safe basic operation and care of personal computer or network work station, including word processing, spreadsheet and graphic software programs, common office equipment including, but not limited to multi-line telephones, fax machines, copiers, calculators and filing systems.

Other Job Characteristics

- Occasional lifting and carrying of light weight objects (up to 25 pounds).

Minimum Qualifications

Education and Experience: Equivalent to a high school diploma or GED, plus six (6) months of legal clerical work.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license from another state.

Human Resources Director

Department Head